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Safety Matters Inc.

Company Administrator Manual

For

esafetyonline.com

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Table of Contents

Log In 4
Start 4
Viewing a Safety Training Program and/or Taking a Test 4
My Scores 5
My Account 5
Help Area 5
Log Out 6
Training Activity 6
Company 6
Selecting the Training Site Colors 6
Department 7
Edit a Department 7
Add a Department 7
Delete a Department 8
User Profile 8
Edit a User 8
Company Administrator Adding a User 8
Adding a Department Administrator 9
Training Setup 9
Edit STP Setup 9
Custom Courses 10
Create a New Training Topic 10
Making the a Test for a New Training 11
Making your New Training Available 11
Categories 11
Scheduler 12
Export 12
Reports 12
Company Administrator Reports 12
Feedback Report 12
User List Report 13

Test Results for All Users 13
Test Results for All Users (Pass/Fail) 13
Individual Test Results Summary 13
Test Results for an Individual User 14
Percent Complete Report 14
Scheduler Report 14
Exception Report 14
PDF Certificates Report 15
User Tracking Report 15
Manual Scores 15
Add New Group Test Scores 15
Commonly Asked Questions 16
Q: How do I change my password? 16
Q: What does it mean when I get a "Flash Error"? 16
Q: What do I do when I select a training program and I see a yellow screen? 16
Q: How do I know which courses I have already taken or those of another user? 16
Q: How do I reset a User's password? 17
Q: How do I add a new user? 17
Q: I have an employee who is no longer with us, how do I remove them? 17
Q: What is a Department Administrator access level? 17
Q: How do I upgrade a user to Department Administrator? 17
Scheduler How To 18
Making an Assignment 18
Reviewing Your Assignment 18
Example Assignment 19

Log In

After selecting "Member's Login", type the company ID, user name, and password in the appropriate fields. Select "Login" to proceed. Use the "Tab" key or the mouse to move between fields.

Start

Selecting "Welcome" from the main menu at any time will take the user to the "Welcome Area".

In the "Welcome Area", the main menu offers the choices of "Welcome", "Start Training", "My Scores", "My Account", "Help" or "Log Out". On this screen, the user will be greeted with a welcome message and a department message.

Selecting "Start Training" on the main menu will take the user to a list of Training Categories. The categories can be expanded and collapsed by clicking on the title bar. The Safety Training Programs and corresponding tests will be located in the respective category. Selecting a title will launch the Safety Training Program or the test, depending on which is selected.

Viewing a Safety Training Program and/or Taking a Test

Select "Start Training" on the main menu to see the list of available Safety Training Programs and tests, these will be broken down into Training Categories.

To view a Safety Training Program, expand the correct category and then select the desired title to launch the Safety Training Program. After viewing the Safety Training Program, the user will automatically be linked to a test. Users may also simply take the test by selecting "Test Only" to the right of the desired Safety Training Program, this feature must be enabled by a Company Administrator.

When taking a test, answer each test question by selecting the appropriate radial button associated with each answer. After answering all the questions, select "Submit" to process the test. The program will check the answers and grade the test accordingly. The percentage of questions answered correctly will be displayed, as well as the percentage that is considered acceptable for a passing grade, as well as the correct answers for any test questions answered incorrectly.

Below the grading information, the user will have the opportunity to offer feedback on the program or on a safety concern to the company's Administrator. Type the message in the free form text area, and select "Submit" to send the message.

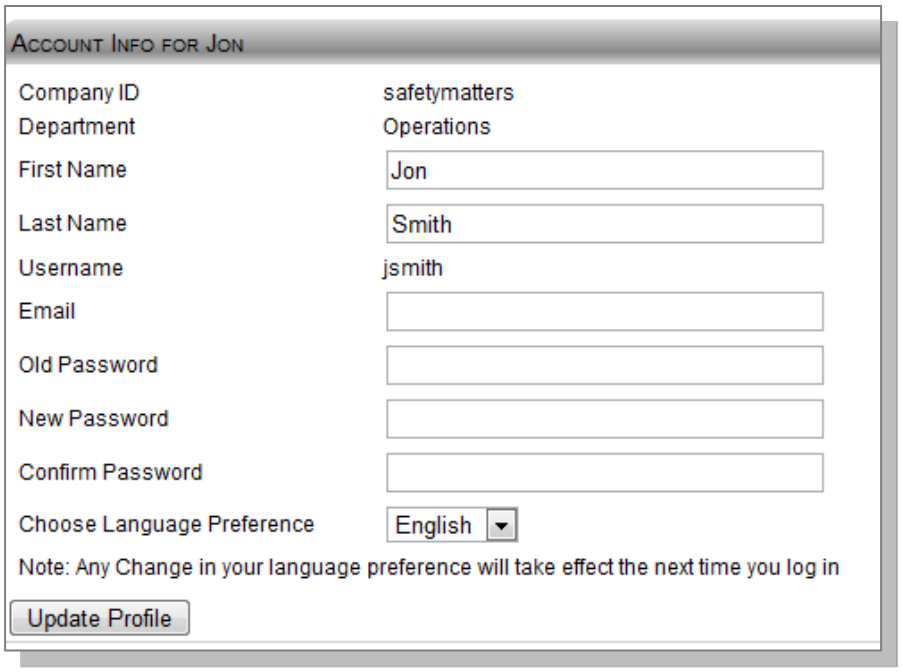
If the user doesn't wish to provide feedback, select "Continue" to proceed.

My Scores

From the main menu, clicking on “My Scores” will allow each user to view their test score information. In the appropriate fields, users may edit their first and last name as well as their email address and password. They user must provide their current password in order to type a new password. Users may also select their language preference in “My Account”, this will allow them to view the training programs in the preferred language. Select “Update Profile” to make any changes complete.

My Account

From the main menu, click on “My Account”, this will allow each user to edit their account information. In the appropriate fields, users may edit their first and last name as well as their email address and password. They user must provide their current password in order to type a new password. Users may also select their language preference in “My Account”, this will allow them to view the training programs in the preferred language. Select “Update Profile” to make any change complete.



Help Area

Selecting “Help” on the main menu will bring each user to the help area designed for their access level. This area is where users will find the user manuals as well as help videos to further demonstrate new and updated features on the site.

Log Out

Selecting "Log Out" will end the Safety Training Program session. Everyone should select "Log Out" before closing down the Internet window

Training Activity

The Training Activity area is located on the left hand side of each users training site. This area will display "Recent Tests" taken by the user, "Upcoming Topics" that have a due date within the next 30 days as well as "Overdue Topics". When clicking a topic that is listed in the Training Activity area, the course will begin playing. Once an upcoming or overdue topic is completed it will move from either of these areas to the recent tests area.

Company

As a Company Administrator you can select "Company" on the Admin Menu, the company record as entered by Safety Matters Inc. will be displayed. The date created and the date the record was last updated will be displayed at the top of the record, followed by the Company ID (assigned by Safety Matters). Company Administrators will not be able to edit these fields at the top of the record.

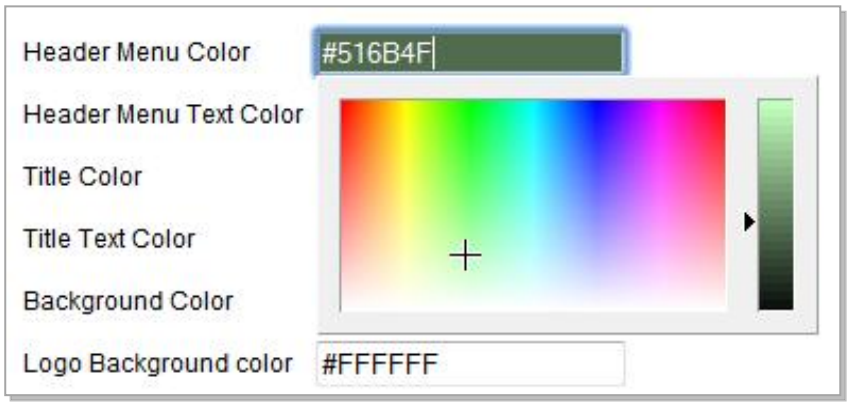
Company Administrators will be able to edit the "Contact Information", "Company Details" and the "Site Settings". These include your company's phone and fax number, as well as the contact's name, title, and e-mail. The company's URL (web site address) and logo may also be edited. To add or edit the logo, select "Add", locate the desired logo file (which must be a .JPG, .BMP, .GIF, or .PNG file), and select "Upload" in the resulting window to place the logo in the client record. *The file size for the logo is limited to 500KB.*

Additionally, the welcome message, default department message, and the test completion message may be edited in the corresponding free form text fields.

After changes or addition are made, "Save Settings" must be selected at the bottom of the page.

Selecting the Training Site Colors

The Company Administrator can also change the color of the menu header, page background and text throughout the site by using the six color options on the "Company" page.



The image above is one of the six color charts that you use in order to get the desired color scheme for your company training site. Each color chart controls a different part of the training site.

To select a color, drag your curser across the colorful section of the chart. The color that your curser is currently on will appear in a box next to the chart. Click your desired color to make it appear in the rectangle on the color chart. By moving the black arrow on the right hand color you can the shade in which you desire.

To finalize your decisions click on the "Save Settings" button at the very bottom of the page. If you exit out or go somewhere else on the site without clicking "Save Settings" the changes will be lost.

Choosing "Save Settings" will save any information that was changed. "Cancel" will close the window without saving any changes

Department

Company Administrators will be able to set up individual departments within their company so Safety Training Programs may be viewed on a department-by-department basis. The department a user belongs to is selected within the user profile after entering all applicable departments.

Selecting "Department" on the Admin Menu will allow the Company Administrator to add and edit these departments, their corresponding department number or code and edit the individual department messages if applicable.

Edit a Department

Choosing "Edit" to the right of a listed department will open the department record for editing. Change the name, department code and department message as necessary. The department code and message may be left blank.

Selecting "Update" will save any information that was changed. "Cancel" will close the window without saving any changes.

Add a Department

To add a new department, select "Add New Department" on the top of the department area. . Fill in the applicable information then select "save". By selecting "Cancel" your information will not be saved and you will be directed back to the department area.

Delete a Department

To delete a department, select "Delete" to the right of the department you wish to delete. If the department is void of users the system will delete it. If the department still contains user information you will not be allowed to delete it until the information is moved.

User Profile

To search for a user, select "Users" on the Admin Menu. Use the search box to search for a user. You may type a single letter and all users whose name contains that letter will appear. Select "Search" to begin your search. You may also search by last name by using the list display at the top of them User Area. By clicking any of the given letters you will receive the users whose last name begins with that given letter. The search results can be filtered by selecting a department and a status setting.

To edit a user, select "Edit" to the right of the given user.

Edit a User

Upon selecting "Edit" next to a user's name, you will be directed to the User Profile where the administrator will be able to update user information. The administrator will be able to change the first, middle, and last name of the user, the employee number (if applicable), the user's e-mail address (if one exists), and the login username. The administrator can also change the password for a user if the user cannot remember their password. Use the drop down lists to set the department the employee works in, the user's permission (access) level, and the user's status. The user's status will default to active. When the status is set to inactive, the user will not have access to the site.

In the free form text area titled "Notes", enter any necessary notes.

Choosing "Save" will save any information that was changed. "Cancel" will close the window without saving any changes.

Company Administrator Adding a User

From within the "User" area, the Company Administrator may add a new user for the company by selecting "Add New User" below the search area.

The Administrator will be able enter the first, middle, and last name of the user, the employee number (if applicable), the user's e-mail address (if one exists), the login username, and the password. Drop down lists are provided to set the department the employee works in, the user's permission (access) level, and the user's status.

In the free form text area titled "Notes", enter any necessary notes.

Select "Save" to add the new user to the database. "Cancel" will close the window without saving the information.

Adding a Department Administrator

The Department Administrator has the ability to look at the user profiles and records of all personnel in the departments assigned to him/her. To add a Department Administrator, follow the same instructions given directly above for adding a User. Enter the person's name and information and use the dropdown menu titled "Permission" to select from User or Department. Select Department and click the "Save" button. The next step is the most important. The next screen will have an extra box where you select the departments that the Department Administrator will oversee. Select the department and click "Add" to its immediate right. You can add as many departments to one Department Administrator as necessary.

Training Setup

By selecting "Training Setup", the Company Administrators will be able to customize the settings for each Safety Training Program in the company library.

Upon selecting "Training Setup", the training setup area will display. This includes the Master Training Reset, department availability selector as well as all Safety Training Programs. The title of each program will be listed as well as whether the users may take the test without viewing the program ("Test Only"), whether the user can view the certificates after the course, and the minimum acceptable test score to pass the safety standard. The departments that may view the Safety Training Program will also be listed.

As the Training Administrator you may also select whether Department Administrators are allowed view the "Test Only" option.

Select "Edit" to the right of a Safety Training Program to edit the Safety Training Program's information.

Edit STP Setup

Once a Safety Training Program is purchased, default setup values are applied. The Training Administrator can change the defaults to meet the company's needs. To edit a Safety Training Program's setup, select "Edit" to the right of the desired Safety Training Program.

Enter the minimum acceptable score in the "Acceptable Score" field. The default percentage value is set to 75. This is the percent needed to pass the test.

You may select a Certificate Expiration period by using the pull down tab. The expiration will always default to "None".

Company Administrators may also select the number of questions that are asked on each test. The base questions, questions developed by Safety Matters Inc, can be turned on or off by checking the "Include Base Questions" box.

Place a checkmark in the appropriate box for “Available for Viewing”, “Test Only”, “Department Administrator-Test Only” and “E-mail Feedback” to signify which options should be activated. Under the heading “Department View”, you can move departments from Available Departments to Assigned Department and vice versa by selecting the department and either selecting add or remove.

“Available for Viewing” must be marked to enable users to view that particular Safety Training Program.

If “E-mail Feedback” is marked the feedback left by a user will be e-mailed to the Training Administrator of the company. User feedback given can also be retrievable in the “Report” section of the application.

Select “Update Setup” to save the changes made. “Cancel” will close the window without saving changes.

Custom Courses

By selecting “Custom Courses” on the Admin Menu, the Company Administrators will be able to add and upload company specific training to the company library. This page will open up a new screen detailing any previously created custom courses. At the top of the page click on “create new topic” to being uploading a new course.

Create a New Training Topic

Once you choose “Create New Topic” the course creation page will display. This page is where you will be able to choose the default settings for the new course being created. This includes the title, language, category, whether it is available for viewing, test only, email feedback and the acceptable score. This page will also detail the file type and size that can be uploaded into a custom course. With each new topic that is created the Company Administrator will need to read and agree with the Terms and Conditions of Upload. Click on “create topic” to move to the next step in the upload process.

Once you have clicked “create topic” you will be brought to the upload page. Click on “add” to browse your computer files and select one to add. Once you have selected a file click “upload”, a dialog area will appear to the right and detail the upload. Once the upload is complete it will notify you underneath the file. Again, the file and size limits are posted at the bottom of this page.

Once you have uploaded your training course you will need to create a test for this course. Each course is given one default question. This question asks the user if they have read/views the topic and that they verify their understanding. If your topic requires no more than this one question you may skip next step in this process. If you choose that you want to add additional questions you must next click on “Custom Questions” on the Admin Menu.

Making the a Test for a New Training

Click on “Custom Questions” on the Admin Menu to add additional questions to the course that you have just created. The first step is to select the course title that you just created. Once it is selected you will notice that the default question that was mentioned above displays in the Questions area. You can choose to edit this question to ask something different or inactivate it. You may add new questions by typing in the free form text box provided. Below the question is a check box labeled “Require Question Asked Every Time”, if this is checked it will be asked on every test taken for this topic. The Answers area is where you can select the type of question you wish to ask, either a True/False or a Multiple Choice, and the correct answer to your above question. Once you have completed the answers area you can click “Save Question” and it will be added to the Custom Questions List above. You may add as many questions as you would like here in the custom questions section.

Making your New Training Available

You have now created your custom course and added the questions for the test. The next and final step is to make the course available to all or select departments.

Click on “Training Setup” on the Admin Menu, here is where you can assign the departments to this course. Use the Topic Availability boxes on the top of the Training Setup Page. To use this method simply select your course from the “Topics” list and then Select which Departments should be able to view this course. You can select “All” or choose individual departments by holding “Ctrl” on your keyboard and clicking on each department name.

The custom course will have an edit area similar to any of the Safety Matters courses where you can change the training preferences in the future.

Categories

You will find the categories on the Admin Menu. Click on “Categories” and this opens up the custom categories page. This page includes current categories, create a new category and adding topics to categories. The categories feature will allow you to group and categorize courses for your company.

The “Current Categories” area will display all of the current categories that your company has. There must always be one category, this will default to “Training Topics”. You will notice that in this area you may edit the titles, set your default or delete a category. If you do choose to delete a category any courses associated with it will be moved to the default category.

In order to create a new category simply type the name of the category you wish to add into the box labeled “New Category Name” and click “Create Category. This category will now display above in your current categories area.

Now you have created the categories, we must select the courses that are associated with them. You will see all of your courses listed here. To select a category simply use the pull down

tab and select the category you would like that course to be in. If you do not select a category the course will be put in the default category.

Scheduler

By selecting "Scheduler" on the Admin Menu, the Company Administrators will be able to set schedules for each Safety Training Program in the company library as well as Custom Courses. The schedule can be assigned to the Company, to specific departments and to individual users. Notifications may also be sent automatically to the users provided their email address is detailed in the User Profile.

Please refer to the "Scheduler How To" document found at the end of this manual for detailed information and instructions.

Export

By selecting "Export" on the Admin Menu, the Company Administrators will be able to export training data from Safety Matters Inc LMSv2.0 to a .csv excel file. The data can be sorted by the date feature once this page is opened.

Reports

Selecting "Reports" will display the names of the different reports that may be viewed.

Company Administrator Reports

When Company Administrators choose "Reports" they will be able to view eleven types of reports. These include a "Feedback Report", a "User List Report", "Test Results for All Users", "Test Results for All Users (pass/fail)", "Individual Test Results Summary", "Individual Test Results Detailed", "Percent Completion Report", "Scheduler Report", "Exception Report", "PDF Certificates Report" as well as the "User Tracking Report. Selecting the name of a desired report will open that report.

Feedback Report

After selecting "Feedback Report", the Company Administrator will be able to select the individual Safety Training Program or Department for which they wish to receive feedback.

Use the drop down lists to select the title of the desired Safety Training Program as well as select the department. Administrators can also select specific date ranges for which they want to see results for the report. You can use the date range calendars by clicking "Calendar" and selecting the desired date. The double arrow on the calendar will skip forward or backwards one year, the single arrow on the calendar will skip forward or backwards one month.

Select "Generate Report" to display the report.

User List Report

After selecting "User List Report", the Company Administrator will be able to view a list of all employees that have a profile on esafetyonline.com

Use the drop down lists to select all or a particular department as well as the status of the employees you wish to view results for. Administrators can also select specific date ranges for which they want to see results for the report. You can use the date range calendars by clicking "Calendar" and selecting the desired date. The double arrow on the calendar will skip forward or backwards one year, the single arrow on the calendar will skip forward or backwards one month.

Select "Generate Report" to display the results.

Test Results for All Users

Choosing "Test Results for All Users" will allow the Company Administrator to view results on tests for all company employees or all employees within a department who have taken the Safety Training Program tests.

The Company Administrator can select a specific Safety Training Program from the drop-down list or see all test results by selecting the option "All". You can use the date range calendars by clicking "Calendar" and selecting the desired date. The double arrow on the calendar will skip forward or backwards one year, the single arrow on the calendar will skip forward or backwards one month. This will also you to select a specific date range for your results.

Select "Generate Report" to display the report.

Test Results for All Users (Pass/Fail)

This report is an alternate for the "Test Results for All Users" report. This report will simply display the information in a different format. Like the previous report Company Administrators may select all or a specific department as well as all or a specific training topic to view in this report. You can use the date range calendars by clicking "Calendar" and selecting the desired date. The double arrow on the calendar will skip forward or backwards one year, the single arrow on the calendar will skip forward or backwards one month. This will also you to select a specific date range for your results.

Finally you can sort your search by the topic, user or the date of completion. Once you have selected the "Sort By" feature you must click "Generate Report". The results will include the topic completed, user, date and time completed, what the passing percentage is and what their actual percentage was.

Individual Test Results Summary

This report is used to view the summary of all tests taken by an individual user. After selecting "Individual Test Results Summary" you can choose the user you wish to report on by using the pull down tabs. You can search by the user's name or employee number. You can use the date

range calendars by clicking “Calendar” and selecting the desired date. The double arrow on the calendar will skip forward or backwards one year, the single arrow on the calendar will skip forward or backwards one month. This will also you to select a specific date range for your results.

Select “Generate Report” to display the report.

Test Results for an Individual User

This report is used to view the last test, including specific questions, for any course taken by an individual user. After selecting “Individual Test Results Detailed” you can choose the user you wish to report on by using the pull down tabs. You can search by the user’s name or employee number. You can then select the test you wish to view by using the pull down tab labeled “Select a Safety Training Program”.

Select “Generate Report” to display the report.

Percent Complete Report

To see the percent of users who have taken a particular Safety Training Program test, select “Percent Complete Report”.

Use the drop down list to select the name of the desired Safety Training Program. There is also a drop down menu to view the information by department. Department Administrators will only be able to see the departments assigned to them. You can use the date range calendars by clicking “Calendar” and selecting the desired date. The double arrow on the calendar will skip forward or backwards one year, the single arrow on the calendar will skip forward or backwards one month.

Select “Generate Report” to display the report.

Scheduler Report

To see the current assignments scheduled, select “Scheduler Report”.

Use the drop down list to select the title of the desired Safety Training Program. You may also choose to view the report for assignments within allotted days or even overdue assignments. Next the report may be sorted according to filters provided in the appropriate drop down. You may select to view overdue course by checking the “Show Overdue” courses box.

Select “Generate Report” to display the report.

Exception Report

To see a list of users who have not taken a particular Safety Training Program test, select “Exception Report”.

Use the drop down list to select the name of the desired Safety Training Program. You can use the date range calendars by clicking “Calendar” and selecting the desired date. The double

arrow on the calendar will skip forward or backwards one year, the single arrow on the calendar will skip forward or backwards one month. Use the drop down list to select whether the report should show active employees, inactive employees, or both.

Select "Generate Report" to display the report.

PDF Certificates Report

This report will allow Company Administrators to print or save certificates for users who have completed Safety Matters Training Topics. When entering this page you will see a dropdown menu that is titled "Select a User". Use this box to find the employee you are searching for. After selecting the user you are looking for click on the gray button that says "Generate Report". This will bring up all certificates that can be printed out for that specific user.

Click on "Certificate" under the PDF File section to have a pop up window let you preview the certificate. You can then proceed to print the certificate like you would any other document on the computer.

User Tracking Report

This report will allow Company Administrators to view user activity with esafetyonline.com. Once the report opens you will be prompted to select a department, and then a user, once both have been selected click "Track User". The tracking report will detail when a user logs into esafetyonline.com, when they start taking a course, when they complete a test and finally when they logout. When a user has viewed a course or completed a test, the topic title will display. The Time/Date stamp will detail the exact time the action happened. Finally the time total column will give the total time spent in esafetyonline.com for each login to logout period.

This data will only be available for 30 days.

Manual Scores

To enter test scores if a test has been given outside of the online training system, the Company Administrator should select "Manual Scores" on the Admin Menu.

Add New Group Test Scores

To input a new group of test scores from an outside test, use the first drop down list to select the desired Safety Training Program for which test scores will be entered. Use the second drop down list to select the department to which the employee(s) belong.

Start by selecting the users name from the provided pull down tab. In the next column to the right, enter the number of questions this employee answered correctly and then the next box is for the total number of questions. In the "Completed On" column you can use the calendar feature to select the date that the test was completed on. In the far right column, select "Add" to add this employee's test score to the database.

Commonly Asked Questions

Q: How do I change my password?

A: In order to change your password you must login to the site using your existing password. Once you are in, click on "My Account" on the main menu. You must OK your existing password and confirm the new password you wish to use.

Q: What does it mean when I get a "Flash Error"?

A: This error means that your computer does not have the version of flash player that is needed to view the courses. To download the latest version of Flash Player please go to: www.adobe.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveFlash or to "Get Answers" the FAQ on www.esafetyonline.com and select the flash icon associated with question 2. This is a free download and will automatically download the flash player to your computer.

Q: What do I do when I select a training program and I see a yellow screen?

A: This error means that your computer does not have the version of flash player that is needed to view the courses. To download the latest version of Flash Player please go to: www.adobe.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveFlash or to "Get Answers" the FAQ on www.esafetyonline.com and select the flash icon associated with question 2. This is a free download and will automatically download the flash player to your computer.

Q: How do I know which courses I have already taken or those of another user?

A: To view your previously taken courses go to "Reports" on the Admin Menu. Choose "Individual Test Results Summary", Select your own name or the name of any user in your training site and then select "Generate Report". The courses that you or any other user has completed will display here.

Q: How do I reset a User's password?

A: To reset logins for another user you must be logged in as a Company Administrator. Begin by clicking "Users" on the Admin Menu. You may find their profile by using the user search or the last name. Once you have found the user open their profile. In the blank password space type a new password for the user and then click "Save". This change is immediate and they may login using their new password.

Q: How do I add a new user?

A: Begin by clicking on the "Users" on the Admin Menu. At the bottom of the screen click "Add New User". Add the information that your company requires. Necessary information includes: First Name, Last Name, Username and Password. Once all the information is entered click "Save". They are now added to the system and may begin training.

Q: I have an employee who is no longer with us, how do I remove them?

A: Our system does not allow us to delete employees and employee information/training records. To remove employees from reports and active employee lists we simply need to inactivate them. Begin by clicking on "Users" and finding the employee in which you wish to inactivate. Open their profile and find the "Status" option, simply change it from active to inactive. Next, remember to click "Save". This will remove the user from your view but not from the system. To activate the employee just repeat these steps choosing "active" instead of "inactive".

Q: What is a Department Administrator access level?

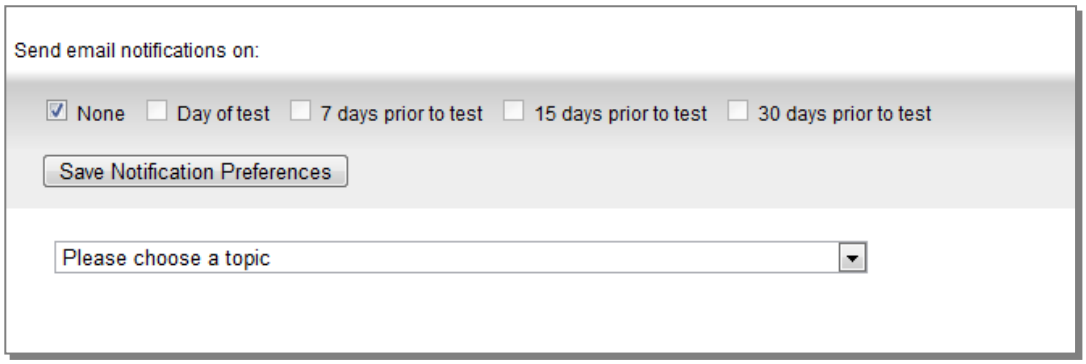
A: A Department Administrator is an access level that is between the End User and Company Administrator. The Department Administrator access level allows for a head of a department. They are able to access and update user profiles for the employees in that particular department as well as view reports for those employees. This access level must be assigned by a Company Administrator.

Q: How do I upgrade a user to Department Administrator?

A: Begin by opening the user's profile in the "Users" area and selecting "Department Administrator" in the "Permission" options. Next select the department where they will be an administrator and select "Add" to the right of the department. They may be assigned to more than one department if necessary. Once you have added the department click "Save".

Scheduler How To

You will notice the Scheduler available to you on the Admin menu. Once the Scheduler is opened you will see the Email Notifications Menu on the top of the page, here you are able to choose when you would like the email notifications to be delivered. Please remember that the email notifications are not necessary. Emails will only be sent if the user has a valid email address available in their User Profile. The email preferences must be saved (Save Notification Preferences) once you have made a selection.



Making an Assignment

You may begin scheduling assignments by selecting a topic from the pull down menu. Once the course is open you may fill in the appropriate information for the assignment. You may set a due date by using the calendar option. You may choose to set assignment for the entire company, a department or to an individual user. This is done by selecting the appropriate option in the "Assign to:" pull down tab. In order to assign more than one department or more than one user these will have to be done individually. Exemptions can also be made within the scheduler. This will allow you to assign and entire company and be able to exempt, or create no assignment for, a particular department or user. This can also be done for department assignment. Assignments may be repeated if you choose, this can be done by selecting the occurrence rate in the "Repeat Every" pull down tab. Once you make an assignment it will display below. You will be able to see the "Assignment Type", "Department" if applicable, "Employee" if applicable, "Repeat Frequency" as well as the "Due Date". The Due Date area will display "Exempt" if there is an exemption made. You may click the "X" to delete an assignment.

Reviewing Your Assignment

Once you have clicked "Add" a box will appear below to confirm the assignment. Here you may review the assignment you have made and remove it if needed.

Exceptions may be made to each assignment if necessary. With this function you may exempt Departments or Users from the assignments previously listed.

Example Assignment

You can see below that there is an example assignment. You can see that there is a Back Safety "Department Level" assignment for the operations department that is due on 12/10/2010. There is also an exemption for the "User" Joe Smith who is part of the operations department. Jon smith will not see any assignments for the course "Back Safety"